

Title:	Reporting Occupational Injury or Illness		
Department/Service Line:	Laboratory		
Approver(s):	CLIA Director		
Location/Region/Division:	NTX		
Document Number:	NTX.LAB.SAF.604.P_V1		
Last Review/Revision Date:	See Signatures	Origination Date:	9/2012

SCOPE

This policy applies to NTX Laboratory employees.

DEFINITIONS

When used in this Policy these terms have the following meaning:

Body Substance Exposure: the result from direct contamination of any surface of the body, including hair, nails and teeth to a body substance such as blood or other body fluids. This contamination may result from a needle stick or other accident involving a sharp object, direct splashing, or because of soaking through a garment. Exposure is considered to have occurred whether or not the skin is intact.

Work Leadership: also called “lead tech” or “tech in charge” – a person who is currently assigned to provide direction and support on a specific shift when a supervisor or manager is not available.

NTX: North Texas

POLICY

The NTX Laboratory will comply with the NTX policies and procedures from the Baylor Safe Choice Department and the Environmental Safety and Emergency Management department regarding on-the-job injuries or illnesses.

PROCEDURE

Employees

- Report all incidents to the manager or designee, regardless of the perceived seriousness.
- Submit “Employee Incident Report” on the Midas system. If the incident is a needlestick or body fluid exposure, report the patient information in the “Describe what happened” space.
- Report to the facility’s Employee Health Clinic or emergency room for treatment. Employees may refuse treatment. Document this refusal in the Midas report.

Students

- If a student is injured, the student must report the incident to the Employee Health Clinic to document the incident.
- The student must either be treated within their own health insurance plan or be seen in the Emergency Department as a registered patient and is responsible for the cost.

Supervisory Staff

- In all cases, the laboratory person providing work leadership during the time of the injury must ensure that all protocols have been followed.

ATTACHMENTS

None

RELATED DOCUMENTS

Baylor Safe Choice Plan Policy (BSWH.HR BNFT.002.P)
Record Keeping and Posting (BHCS.ESEM.Safety.24.P)

REFERENCES

Laboratory General Checklist, College of American Pathologists

REVISION HISTORY

Version #	Effective Date	Description of Change	Revised By	Removed Date